

Project Officer – Grade 9

Job purpose

In Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead, so we are always looking for better and smarter ways of working. We are trying to do things differently so that we make the best use of the resources we have available and so that we build effective partnerships with other organisations, delivering efficiencies for the public sector and more seamless services that are of high quality for people who need to use them. We are facing unprecedented challenges with reductions in funding and significant pressure on services from an increasing population. However, quality is at the heart of everything we do in Kirklees. We are committed to developing and improving our interventions so that we consistently deliver high quality services and help improve outcomes for people.

We are undertaking several projects as part of our programme of change and our approach to quality improvement to help achieve our vision for Adult Social Care. Under the direction of a Project Manager you will support the development and delivery of identified projects.

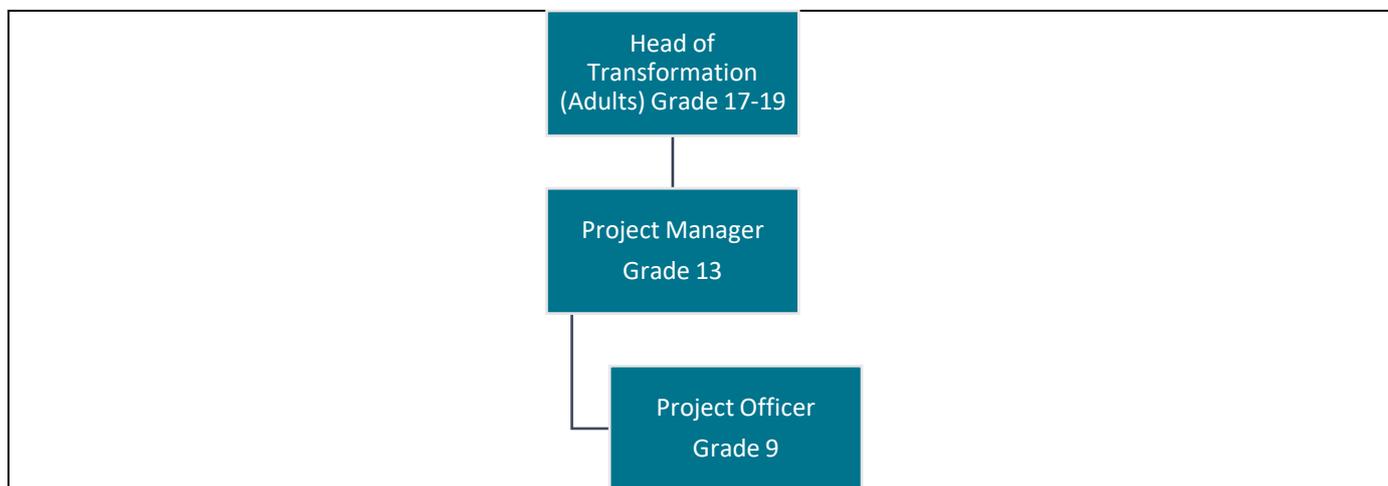
This role is based within Adults & Health. Find out more about [working for Kirklees](#).

Key areas of responsibility

- This is an exciting and challenging opportunity to join a team providing a cross service resource where you can make a real difference across adult social care services.
- Delivering this change through specific projects will require complex implementation plans which will consider new systems, processes, and ways of working to meet the needs of the service.
- You will support various projects across Adults Service. You will have a proactive approach to project management including project planning, time management, working to deadlines, research, providing written reports and consultation with stakeholders.
- With a flexible working approach, you will attend meetings, co-ordinate subgroups, collect/analyse data and contribute to project reports.
- You will monitor the progress of projects and report to the Project Manager with relevant issues and recommendations. You will be expected to work across various projects simultaneously and to prioritise and plan your own workload.
- You will develop and maintain systems which monitor, evaluate and review project outcomes and service change.
- Supports the Project Manager to ensure that projects move forward within the agreed timeframe, and contributes to project reporting including to Project Boards
- Contributes to project planning and tracking in a way to effectively achieve the required results and outcomes
- Supports collaboration between projects to ensure benefits across projects are realised
- Undertakes financial modelling and monitoring to ensure compliance with budget requirements
- Supports the Project Manager to ensure lines of communications with all stakeholders are in place

- Keeps all information up to date to continually track the changing environment
- Supports the Project Manager to audit the projects to ensure standards are being followed

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Experience of working on change management projects from initiation to successful conclusion	Essential
Qualification or experience relating to project/programme management e.g. Prince2/MSP	Essential
Has an awareness of the issues facing local government and in particular our approach to improving the quality of care services	Essential
Has a pro-active approach to problem solving together with the ability to analyse, determine and prioritise key actions to deliver project objectives.	Essential
Experience of effective communication with stakeholders both internal and external to the organisation.	Essential
Ability to provide and present reports and information to the Project Board(s).	Essential
Awareness of the issues of working in a political environment.	Essential
An awareness of financial systems and procedures to support resource allocation	Essential
Ability to write clear and concise reports on a variety of project related topics.	Essential

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Office Use Only:

Job Category	Adults & Health	Grading ID	
Job ID	80102435	Last Updated	November 2020
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR			